



Ambassador's Special Self-Help (SSH) Program

***Second Call for Proposals**

Issued: January 13, 2016

Closing Date: February 1, 2016

*Applicants who previously applied to meet the Nov 16, 2015 deadline do not need to reapply under this Call for Proposals

SECTION I. PROGRAM DESCRIPTION

OBJECTIVE

The Ambassador's Special Self-Help (SSH) Program awards grants to registered non-governmental, non-profit, community-based organizations to implement short-term (12-month), small-scale (between \$5,000 and \$10,000) development projects that include significant community involvement.

Priority consideration is given to income generating projects that improve basic economic or social conditions at the village level.

BACKGROUND

Started in 1964 in Togo, the SSH Program spread across Africa as a grassroots program that allows U.S. embassies to respond quickly to local requests for small, community-based development projects that have an immediate impact. In 1980, the Ambassador's Special Self-Help Program started in Zimbabwe.

PROGRAM DESCRIPTION

The SSH Program in Zimbabwe has several funding sources, each with a specific mandate:

1. Ambassador's SSH Fund

The Ambassador's SSH Fund focuses on community-initiated income generating projects. These projects can support access to healthy food, natural resource management, wildlife conservation, water/sanitation initiatives, and other community projects.

- *Examples of previous projects:* Grinding mills, carpentry, weaving, boreholes, drip irrigation, water storage, anti-poaching, chicken rearing, market gardens.

2. United States African Development Foundation (USADF) Fund

The USADF only funds community-initiated income generating projects.

- *Examples of previous projects:* Sewing, market gardens, grinding mills, artisan craft activities, baking equipment, honey production, goat rearing.

SECTION II. AWARD INFORMATION

The SSH Program receives hundreds of applications for funding each year. All submissions are reviewed in a competitive and transparent manner. However, given the limited funding available through the SSH Program, we can only fund a small number of projects each year. The duration of any grant award cannot be more than 12 months.



SECTION III. ELIGIBILITY REQUIREMENTS

The SSH Program welcomes applications from new organizations who meet these eligibility criteria:

- Applicant must be a registered non-governmental, non-profit, or community-based organization.
 - Registered trusts, associations, schools, churches, etc. meet this eligibility requirement.
 - Individuals, businesses, and government entities do NOT qualify.
- All applications must include a significant community contribution (cash, labor, and/or materials).
- The organization must be entirely Zimbabwean and its members must be Zimbabwean citizens.
- Applicants must display sound management in the form of financial and administrative procedures that protect against fraud, waste, and abuse.

INELIGIBLE EXPENSES

The SSH Program grant funds may NOT be utilized for the following:

- Ceremonies, parties, celebrations, or “representation” expenses.
- Construction, refurbishment, or infrastructure activities are not recommended.
- Payment for school fees, computers, vehicles, pharmaceuticals, medical and/or contraceptive equipment, or alcoholic beverages.

SECTION IV. SUBMISSION

APPLICATION INSTRUCTIONS

The written application template is provided in Annex A and the budget template is provided in Annex B.

Proposals that meet the evaluation criteria will be informed of next steps in the application process and non-eligible applicants will be notified that they are not being considered for funding.

Applications will be reviewed on a rolling basis, but applications received by COB February 1, 2016 will be prioritized for the next funding cycle.

SUBMISSION INFORMATION

Applications shall be submitted in English.

1. Complete the application form in Annex A and the budget form in Annex B. (Typed responses preferred; hand written acceptable).
2. Include a photo copy of the organization’s registration certificate.
3. Include a letter of approval for proposed project from the local development committee, tribal authority, and/or local town or district council.
4. Attach original pro-forma invoices/quotations from the intended suppliers.



Make a copy of the application for your records. Email application, budget, and supporting documents to **SelfHelp_Harare@state.gov**.

- a. If you don't have email access, please mail your application to:
United States Embassy
Attn: Ambassador's Special Self-Help Program
P.O. Box 3340, Harare, Zimbabwe

SECTION V. EVALUATION CRITERIA

Full applications will be evaluated against the evaluation criteria described below.

- A. *Alignment with SSH Program Goals:* Shows responsiveness to SSH and USADF program goals and is appropriate for the country context (15). Exhibits originality, substance, and a clear plan for community involvement and sustainability (10). **Total 25 points**
- B. *Feasibility of Design:* The proposed activities are feasible with a clear articulation of how the activities will lead to the overall objectives; objectives must be SMART – specific, measurable, attainable, relevant, and time bound. The objectives must also be results-focused (15). Proposed timeline for project is reasonable (5). **Total 20 points**
- C. *Impact on Target Group:* The extent to which the proposed activity corresponds to the needs of target group(s) and will directly benefit them (10). Clearly defines how many men and women will benefit and how project participants will be selected (10). **Total 20 points**
- D. *Organizational Capacity:* Shows evidence of group's capability to undertake and accomplish the proposed activities. Organization clearly designates project manager with current contact information and demonstrates adequate financial and project management oversight. **Total 15 points**
- E. *Sustainability/Financial Self-Reliance:* The extent to which the funded activity will result in building and strengthening the capacity of the community and local organizations, and whether the activity itself is sustainable (5). Includes evaluation of community contribution (cash, labor, materials) and involvement as well as plan to continue and/ or build on project results (5). **Total 10 points**
- F. *Past Performance:* Previous or ongoing experience implementing similar activities. **Total 5 points**
- G. *Gender Awareness:* The extent to which the proposed activity represents a strong commitment to women as beneficiaries and strives for gender awareness in the larger target audience. **Total 5 points**

Further, the SSH Program will review the proposed budget (Annex B) to ensure its accuracy.

SECTION VI. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated, and funded in U.S. dollars. Applicants will be informed in writing of the decision made regarding their application.



Annex A

Ambassador's Special Self-Help Program Application

Date: _____

Funding Source (SSH or ADF): _____

Name of Proposed Project: _____

Name of Organization: _____

Registration Number of Organization: _____

Bank Where Organization has Account: _____

Project Manager/ Contact Person(s): _____

Project Manager ID Number: _____

Office Number: _____

Mobile Number(s): _____

Email: _____

Mailing Address: _____

Address/ Location (including province) of Proposed Activity: _____

1. Proposal Summary (Short paragraph to introduce proposed project)

- a. How will you spend the money?
- b. How many people will benefit?
- c. Why it is important?

2. Short Introduction to Organization (One to two paragraphs)

- a. How many staff does your organization have? How many will coordinate/manage this project?
- b. Any previous grants received (if applicable)?

3. Project Objectives/Goals (Describe the desired end result/overall objectives of the activity)

- a. What is the goal/objective of this project?
- b. How did your organization decide on this activity design?
- c. Who are the beneficiaries, how did you select them, and how many are men vs. women?



4. **Program Design** (This is the most important part of the proposal and should be several paragraphs long)

Explain what specific activities will be done, when the activities will be done, and who will be responsible for each activity.

- What specific activities and milestones will be achieved?
- Who is the project manager overseeing activities?
- Who will manage the income generated from this project?
- Does your activity require the use of land? If so, provide proof of ownership/permission.

5. **Sustainability Plan**

- How will this project be self-sustaining?
- How will you continue the project after the 12-month grant period is finished?
- How will you build on this grant activity to continue improving your community?

6. **Project Evaluation Plan** (Complete Monitoring and Evaluation Framework)

Monitoring and Evaluation Framework

Objective (i.e. Raise household income)	Result (i.e. Increased monthly household income)	Indicator (i.e. % increase in monthly household income)	Activities (i.e. establish demand from local markets/shops, clear land, prepare compost, procure seeds and fence, plant garden, transport to market, manage profits through savings group)	Baseline (i.e. current average household monthly income is \$100)	Target (i.e. by end of project, 50% increase in monthly household income to \$150)

Terminology:

Objective: A statement of the condition or state one expects to achieve.

Result: The intended outcome or impact.

Indicator: A quantitative unit measured over time that can help show changes.

Activities: A specific action or process to help achieve results.

Baseline: Information collected before or at the start of a project or program.

Target: The desired value, at the end of project, for the project indicators.

7. **Budget narrative explaining costs** (Budget template in Annex B)

- How much are you requesting?
- How did you determine these costs?
- Did you receive quotations from multiple suppliers and how did you select the suppliers?



- d. How will the community contribute to the project (labor, equipment, money)?
- e. What is the value of the community contribution (tools, labor, a building for meetings, etc.)?
- f. How will you pay to maintain any equipment purchased through this grant?

Activities Timeline

(Fill in boxes below with project activities/tasks in chronological order. No grant activities in the first month to allow for payment request to be submitted and processed.)

Phase	Month 1	Mo. 2	Mo. 3	Mo. 4	Mo. 5	Mo. 6	Mo. 7	Mo. 8	Mo. 9	Mo. 10	Mo. 11
Sign grant agreement	x										
Request and transfer funding	x										
Activity:		x									
Activity:		x	x	x							
Activity:				x							
Activity:				x							
Activity:					x						
Activity:						x					
Activity:							x				
Activity:							x	x			
Activity:									x	x	
Submit closeout reports											x

Budget Template

Complete separate **Annex B** with detailed budget information.